



Capital Projects Field Coordinator

Department: General Services

Class Code: 2441

EEO Code: 23

FLSA: N

Effective: 17/09/2004

GENERAL STATEMENT OF DUTIES:

Under general supervision performs work of considerable difficulty in inspecting and overseeing construction projects to ensure that procedures and materials comply with plans and specifications; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Inspects construction in progress to determine whether contractual specifications are observed; recommends a course of action due to changes of job conditions and job cost; maintains liaison with contractor's representatives regarding construction progress, materials and equipment used and cost of construction; makes field inspections as necessary to clarify plans; interprets blueprints and specifications for contractors and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction; keeps records of plans, changes, finish schedules, man hours, equipment used, weather conditions, and meetings; maintains records of inspection and prepares periodic reports; review contractor's applications for payment; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of basic engineering principles and practices; of basic mathematical calculations used in the field; of engineering construction standards; of municipal building codes and regulations affecting all elements of construction. Working skill in communicating effectively, both orally and in writing; in establishing and maintaining effective relationships with Department personnel, contractors and the general public; in reading maps, survey plats and blueprints. Ability to perform the physical requirements necessary to inspect a construction project.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma supplemented with college level course work in construction management and five years of experience in construction inspection work; or an equivalent combination of training and experience; must have valid vehicle operators license.

ADDITIONAL REQUIREMENTS:

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.